User's Guide to the *Electronic ALMANAC OF BUSINESS AND INDUSTRIAL FINANCIAL RATIOS* 1998 Edition

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GUIDE INTERIOR DESIGN: AUDREY KOPCIAK

PACKAGE CONTENTS

Guide.pdf

This file contains the User's Guide to the Electronic *ALMANAC OF BUSINESS AND INDUSTRIAL FINANCIAL RATIOS*.

Almanac.pdf

This file contains the Electronic *ALMANAC.* It may be used with either the Windows 3.X OR Windows 95 version of Adobe® Acrobat® Reader.

ARwin3 and ARwin95 (Adobe® Acrobat ® Reader)

Adobe® Acrobat® Reader makes it possible for users to read the Electronic *ALMANAC*. The CD-ROM contains two versions of Acrobat Reader--one for Windows 3.X users and one for Windows 95 users. They are contained in folders named ARwin3 and ARwin95, respectively. Please choose the version that will work on your computer. (If you wish to secure a version of Adobe® Acrobat® Reader that will run on a platform other than Windows 3.X or Windows 95, you may obtain it free from Adobe Corporation's Web site at http://www.adobe.com).

Win3sprd.xlt and W95sprd .xlt

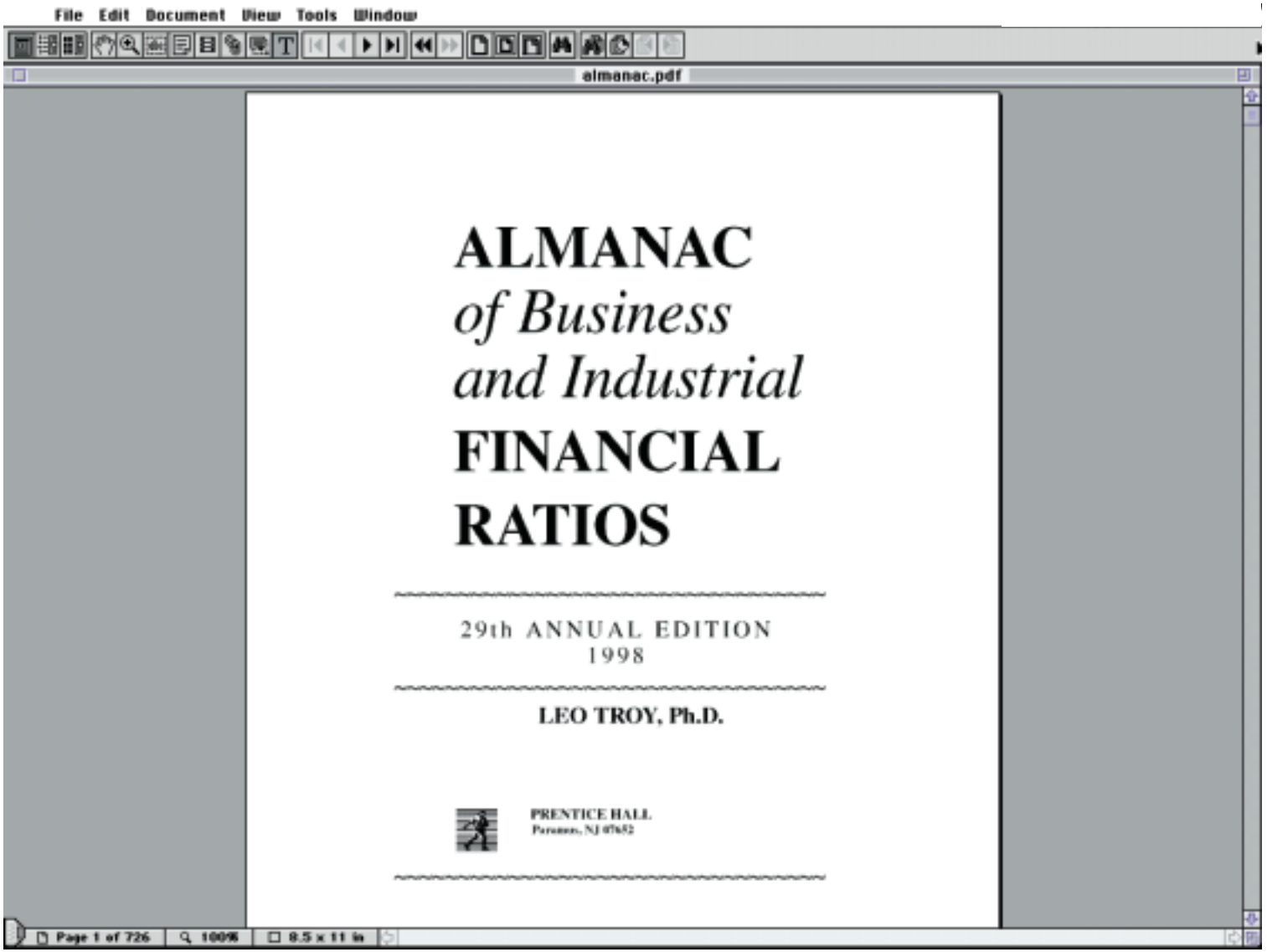
These Microsoft Excel® spreadsheets contain the ArrangeColumns macro that will help you insert information from the Electronic *ALMANAC* into Excel. The file Win3sprd.xlt is for Windows 3.X Excel users and the file W95sprd.xlt is for Excel for Windows 95 users.

Win3temp.xlt and W95temp.xlt

These two files are Microsoft Excel® spreadsheet templates: Win3temp.xlt is for Windows 3.X Excel users; and W95temp.xlt is for Excel for Windows 95 users.

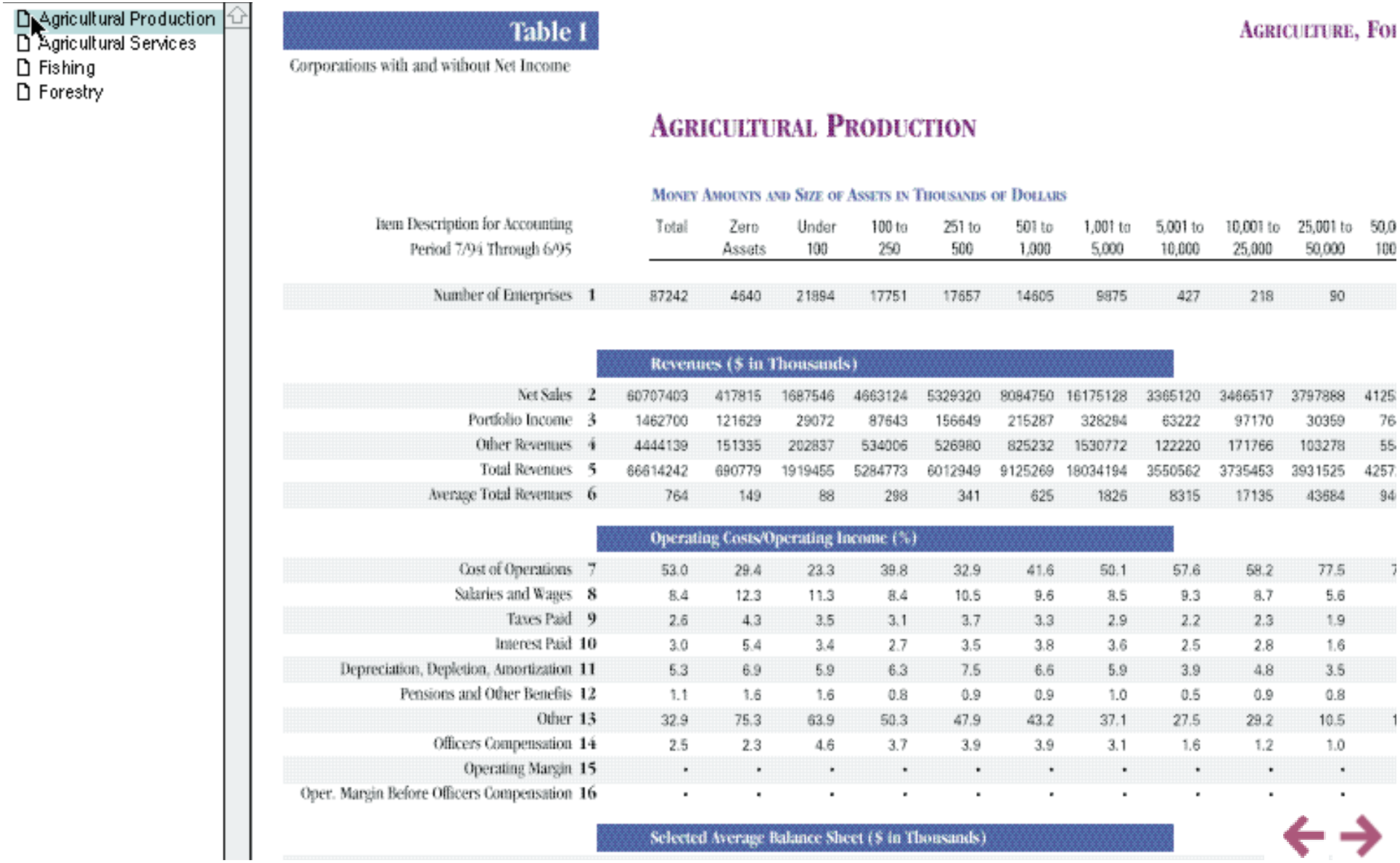
OPENING THE ELECTRONIC ALMANAC

Double-click on the Almanac.pdf icon, and Adobe® Acrobat® Reader will automatically start up. Once the Electronic *ALMANAC* is on screen, you may scroll through the document by using the scroll bar; by paging down; or by selecting View Go To Page ... and entering a page number in the dialog box that appears.



THE TABLE OF CONTENTS

The Electronic *ALMANAC* contains a hyperlinked Table of Contents that will take you directly to any table you may wish to view. The list of contents runs to the left of the Almanac screen. Simply click on the name of a table in the Table of Contents--for example, click on "Agricultural Production"--to go to that page. Once you have arrived at a table, you may manipulate the text and numbers (described below) if you wish to do so.



NAVIGATING IN ADOBE ACROBAT READER

Acrobat Reader's tools you will need include:

The Hand Tool:

If you need to magnify a page to a size larger than the viewer window to read it, you can use the hand tool to move the page around so that you can view all the areas on it. Moving a PDF document around with the hand tool is like moving a piece of paper around on a desk with your hand.

The Zoom Tool:

To increase magnification, choose one of the following:

- Select the zoom tool and click on the document page to double the current magnification.
- Select the zoom tool and drag with your mouse to draw a broken-line rectangle around the area you want to magnify.
- Click the magnification box in the status bar in the bottom right-hand corner of your screen, and choose a magnification level. If you choose Zoom To, type in the magnification level and click OK.

To decrease magnification, choose one of the following:

- Select the zoom tool while holding down Ctrl key, and click at the center of the area you want to reduce.
- Select the zoom tool while holding down Ctrl key, and drag with your mouse to draw a broken-line rectangle around the area you want to reduce.
- Click the magnification box in the status bar in the bottom right-hand corner of your screen,, and choose a magnification level. If you choose Zoom To, type in the magnification level and click OK.

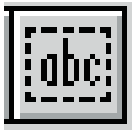
The Select Text Tool:

Do one of the following:

- Click the text selection tool or choose Tools > Select Text and drag to select the text you want to copy.
- To select text in one column of a multicolumn story, hold down the Ctrl key while dragging to select the text.
- To select all text on the pages shown in your viewer window—even if only a portion of a page is showing—choose Edit > Select All.

Using the ArrangeColumns Macro

1. Adobe® Acrobat® Reader should be running with the Electronic *ALMANAC* on screen.
2. Start up Microsoft Excel.
3. In Excel, use the **File Open** command to open either Win3sprd.xlt or W95sprd.xlt, both of which are found on the CD-ROM.
4. Choose a table on the *ALMANAC* CD-ROM from which you wish to copy text and numbers.
5. Return to Adobe® Acrobat® Reader. From the Tools menu, select the **Select Text tool**. Or choose the **Select Text tool** from the Reader Toolbar (its icon is represented by"abc" in a dashed box).



Select Text Tool

6. Find the line in the table that contains "Number of Enterprises 1". This is the first line in the table that contains numbers. Place your cursor to the left of that line and select the text by moving the mouse to the right while holding down the left mouse button. Select ALL of the text on the page below "Number of Enterprises 1", moving from the left to the right-hand corner of the table.

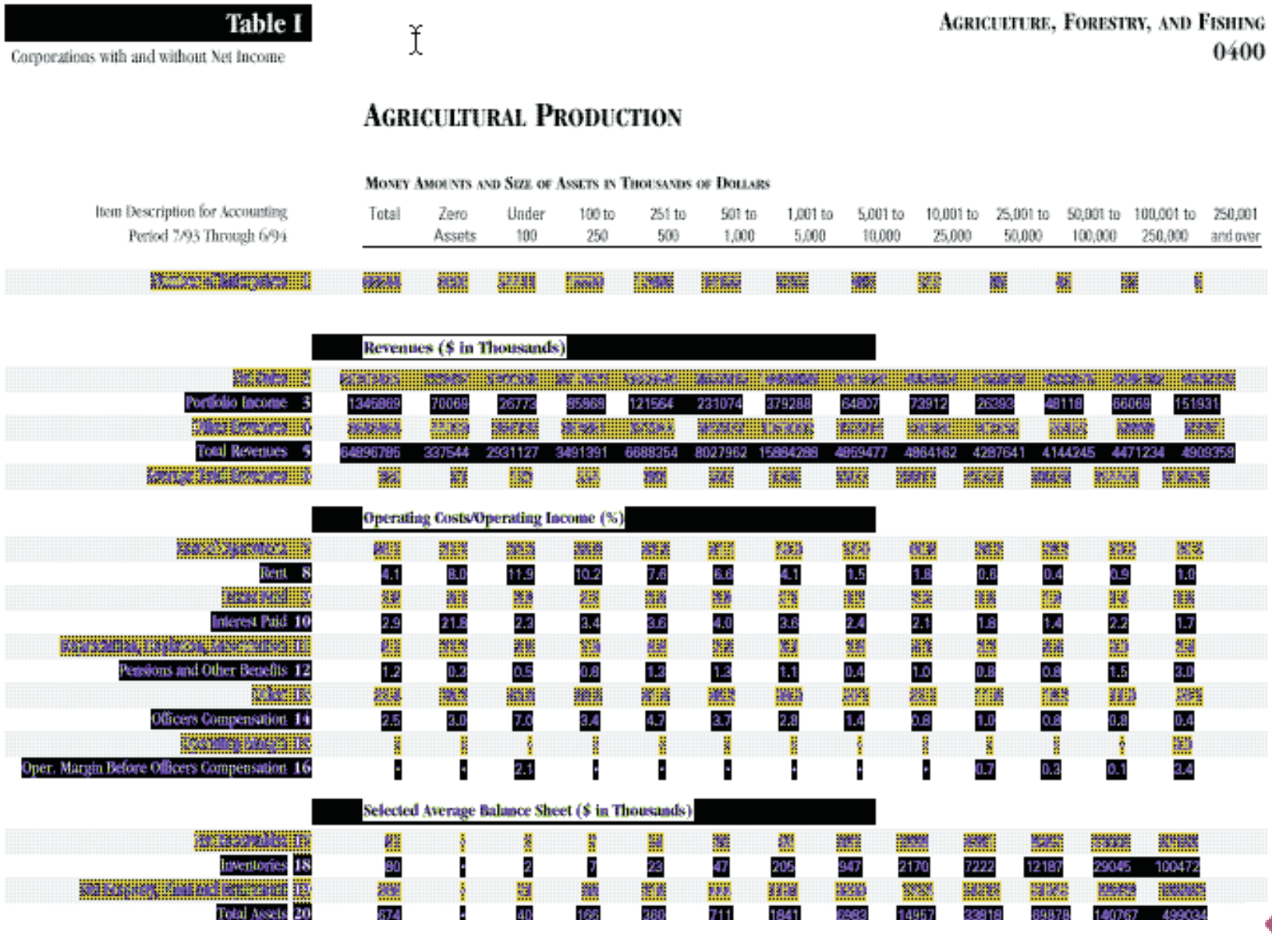


Table I

Corporations with and without Net Income

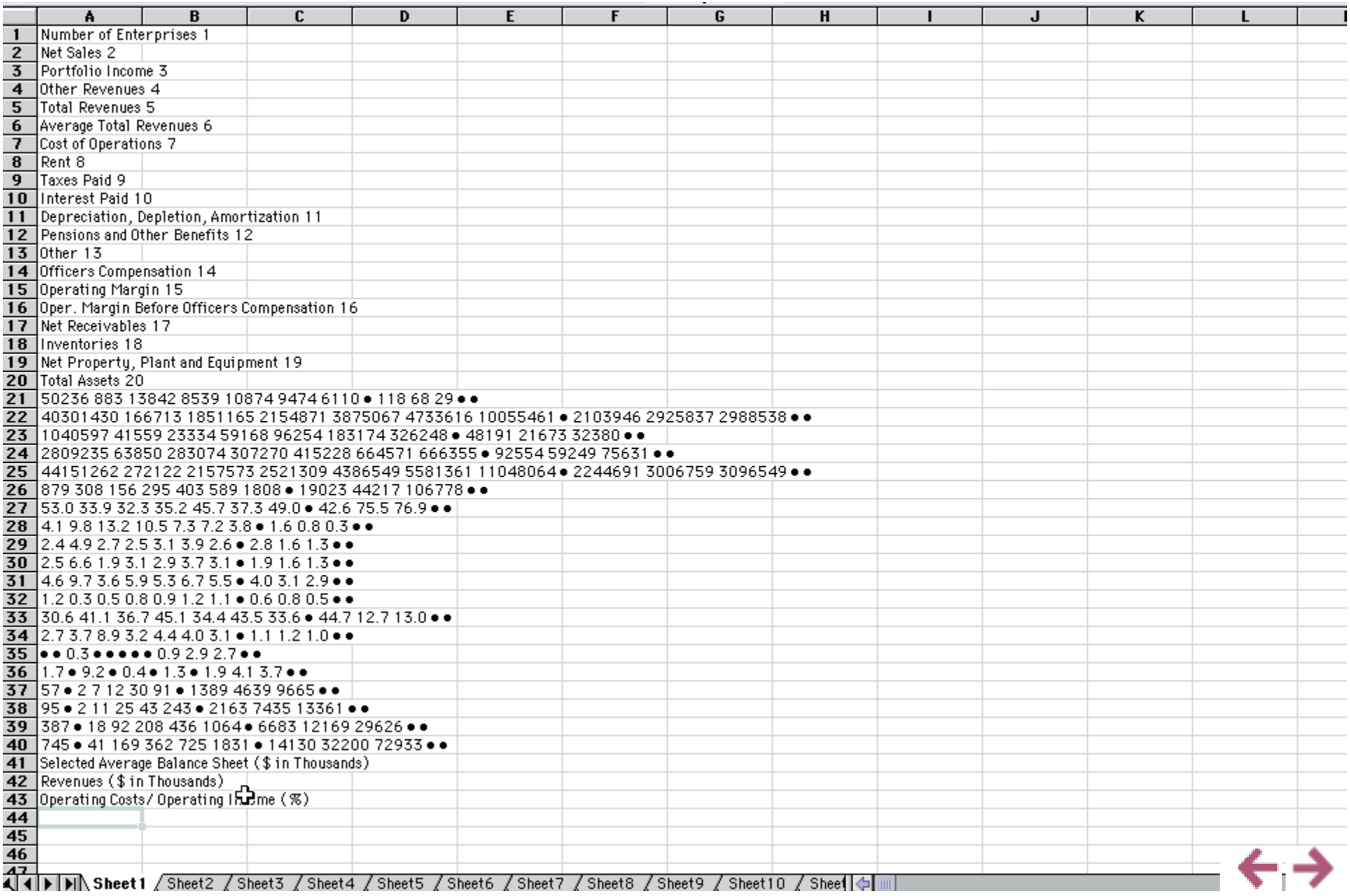
AGRICULTURE, FORESTRY, AND FISHING
0400

AGRICULTURAL PRODUCTION

MONEY AMOUNTS AND SIZE OF ASSETS IN THOUSANDS OF DOLLARS

Item Description for Accounting Period 7/93 Through 6/94	Total	Zero Assets	Under 100	100 to 250	251 to 500	501 to 1,000	1,001 to 5,000	5,001 to 10,000	10,001 to 25,000	25,001 to 50,000	50,001 to 100,000	100,001 to 250,000	250,001 and over
[illegible] 1	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Revenues ($ in Thousands)													
[illegible] 3	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Portfolio Income 5	1346869	70069	26773	95968	121564	231074	379288	64807	73912	26393	48118	66068	151931
[illegible] 6	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Total Revenues 9	64896785	337544	2931127	3491391	6688354	8027962	15884288	4869477	4984162	4287641	4144245	4471234	4909359
[illegible] 3	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Operating Costs/Operating Income (%)													
[illegible] 7	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Rent 8	4.1	8.0	11.9	10.2	7.6	6.6	4.1	1.5	1.8	0.8	0.4	0.9	1.0
[illegible] 9	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Interest Paid 10	2.9	21.8	2.3	3.4	3.6	4.0	3.8	2.4	2.1	1.8	1.4	2.2	1.7
[illegible] 11	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Pensions and Other Benefits 12	1.2	0.2	0.5	0.8	1.3	1.3	1.1	0.4	1.0	0.8	0.8	1.5	3.0
[illegible] 13	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Officers Compensation 14	2.5	3.0	7.0	3.4	4.7	3.7	2.8	1.4	0.8	1.0	0.8	0.8	0.4
[illegible] 15	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Oper. Margin Before Officers Compensation 16	[illegible]	[illegible]	2.1	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	0.7	0.3	0.1	3.4
Selected Average Balance Sheet ($ in Thousands)													
[illegible] 17	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Inventories 18	80	[illegible]	2	7	23	47	205	947	2170	7222	12187	29045	100472
[illegible] 19	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]	[illegible]
Total Assets 20	674	[illegible]	48	168	380	711	1841	6983	14957	33818	69878	160767	499034

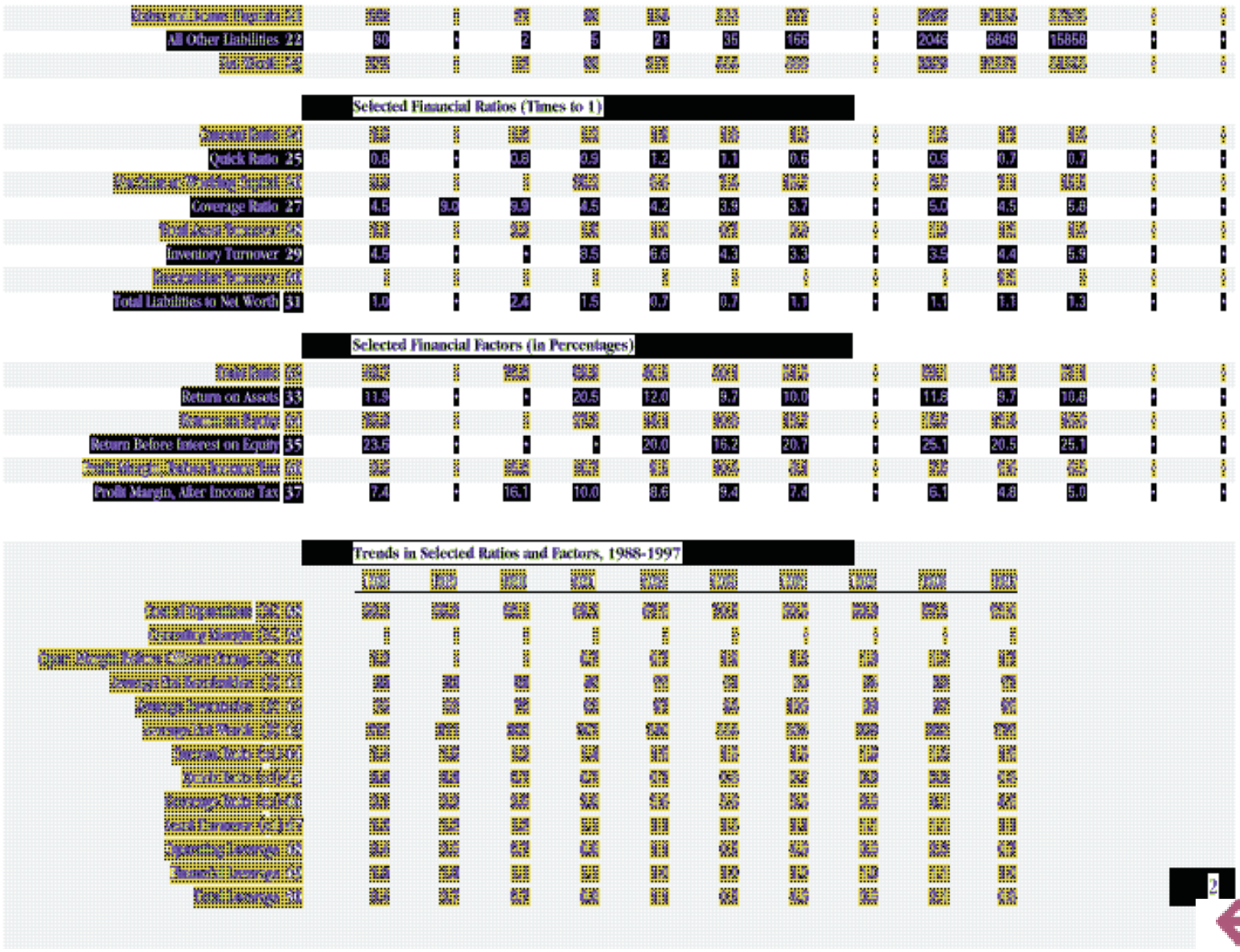
7. Once the text has been selected, choose the **Copy** command from the Edit menu (or Ctrl-C from the keyboard) to copy the selected material.
8. Return to Excel and paste the copied material into Cell A1 of the Win3sprd.xlt or W95sprd.xlt spreadsheet. The pasted material should fill Cells A1 through A43. Do not be concerned that the text and numbers have not appeared in individual cells. The **ArrangeColumns** macro will correct this problem.



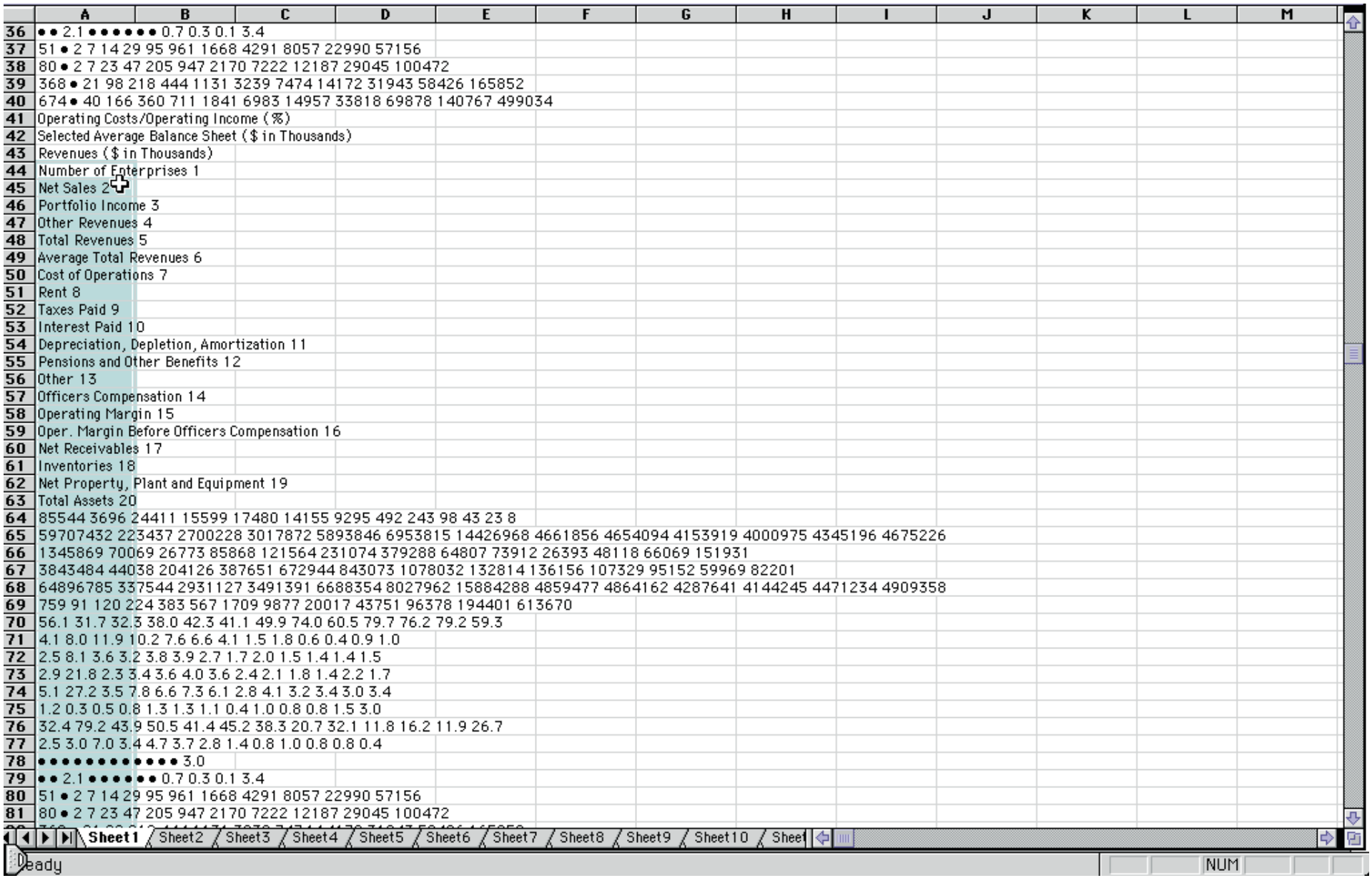
	A	B	C	D	E	F	G	H	I	J	K	L
1	Number of Enterprises 1											
2	Net Sales 2											
3	Portfolio Income 3											
4	Other Revenues 4											
5	Total Revenues 5											
6	Average Total Revenues 6											
7	Cost of Operations 7											
8	Rent 8											
9	Taxes Paid 9											
10	Interest Paid 10											
11	Depreciation, Depletion, Amortization 11											
12	Pensions and Other Benefits 12											
13	Other 13											
14	Officers Compensation 14											
15	Operating Margin 15											
16	Oper. Margin Before Officers Compensation 16											
17	Net Receivables 17											
18	Inventories 18											
19	Net Property, Plant and Equipment 19											
20	Total Assets 20											
21	50236 883 13842 8539 10874 9474 6110 • 118 68 29 • •											
22	40301430 166713 1851165 2154871 3875067 4733616 10055461 • 2103946 2925837 2988538 • •											
23	1040597 41559 23334 59168 96254 183174 326248 • 48191 21673 32380 • •											
24	2809235 63850 283074 307270 415228 664571 666355 • 92554 59249 75631 • •											
25	44151262 272122 2157573 2521309 4386549 5581361 11048064 • 2244691 3006759 3096549 • •											
26	879 308 156 295 403 589 1808 • 19023 44217 106778 • •											
27	53.0 33.9 32.3 35.2 45.7 37.3 49.0 • 42.6 75.5 76.9 • •											
28	4.1 9.8 13.2 10.5 7.3 7.2 3.8 • 1.6 0.8 0.3 • •											
29	2.4 4.9 2.7 2.5 3.1 3.9 2.6 • 2.8 1.6 1.3 • •											
30	2.5 6.6 1.9 3.1 2.9 3.7 3.1 • 1.9 1.6 1.3 • •											
31	4.6 9.7 3.6 5.9 5.3 6.7 5.5 • 4.0 3.1 2.9 • •											
32	1.2 0.3 0.5 0.8 0.9 1.2 1.1 • 0.6 0.8 0.5 • •											
33	30.6 41.1 36.7 45.1 34.4 43.5 33.6 • 44.7 12.7 13.0 • •											
34	2.7 3.7 8.9 3.2 4.4 4.0 3.1 • 1.1 1.2 1.0 • •											
35	• • 0.3 • • • • • 0.9 2.9 2.7 • •											
36	1.7 • 9.2 • 0.4 • 1.3 • 1.9 4.1 3.7 • •											
37	57 • 2 7 12 30 91 • 1389 4639 9665 • •											
38	95 • 2 11 25 43 243 • 2163 7435 13361 • •											
39	387 • 18 92 208 436 1064 • 6683 12169 29626 • •											
40	745 • 41 169 362 725 1831 • 14130 32200 72933 • •											
41	Selected Average Balance Sheet ($ in Thousands)											
42	Revenues ($ in Thousands)											
43	Operating Costs/ Operating Income (%)											
44												
45												
46												

Sheet1 / Sheet2 / Sheet3 / Sheet4 / Sheet5 / Sheet6 / Sheet7 / Sheet8 / Sheet9 / Sheet10 / Sheet

9. Return to Acrobat Reader and page down to the second half of the table. Make sure that the **Select Text tool** is still selected. Once the entire second page of the table appears on the screen you may select ALL of the page by choosing **Command-A** or by placing the cursor to the left of the first line and moving from the top left to the bottom right of the page. Copy the entire page by choosing the **Copy** command from the Edit menu (or Ctrl-C from the keyboard).


All Other Liabilities 22
Selected Financial Ratios (Times to 1)
Quick Ratio 25
Coverage Ratio 27
Inventory Turnover 29
Total Liabilities to Net Worth 31
Selected Financial Factors (in Percentages)
Return on Assets 33
Return Before Interest on Equity 35
Profit Margin, After Income Tax 37
Trends in Selected Ratios and Factors, 1988-1997

10. Return to Excel, and paste page two into the spreadsheet in Cell A44. The newly pasted material should fill Cells A44 through A107. If you have followed these instructions carefully, you should now be able to run the **ArrangeColumns macro** successfully.

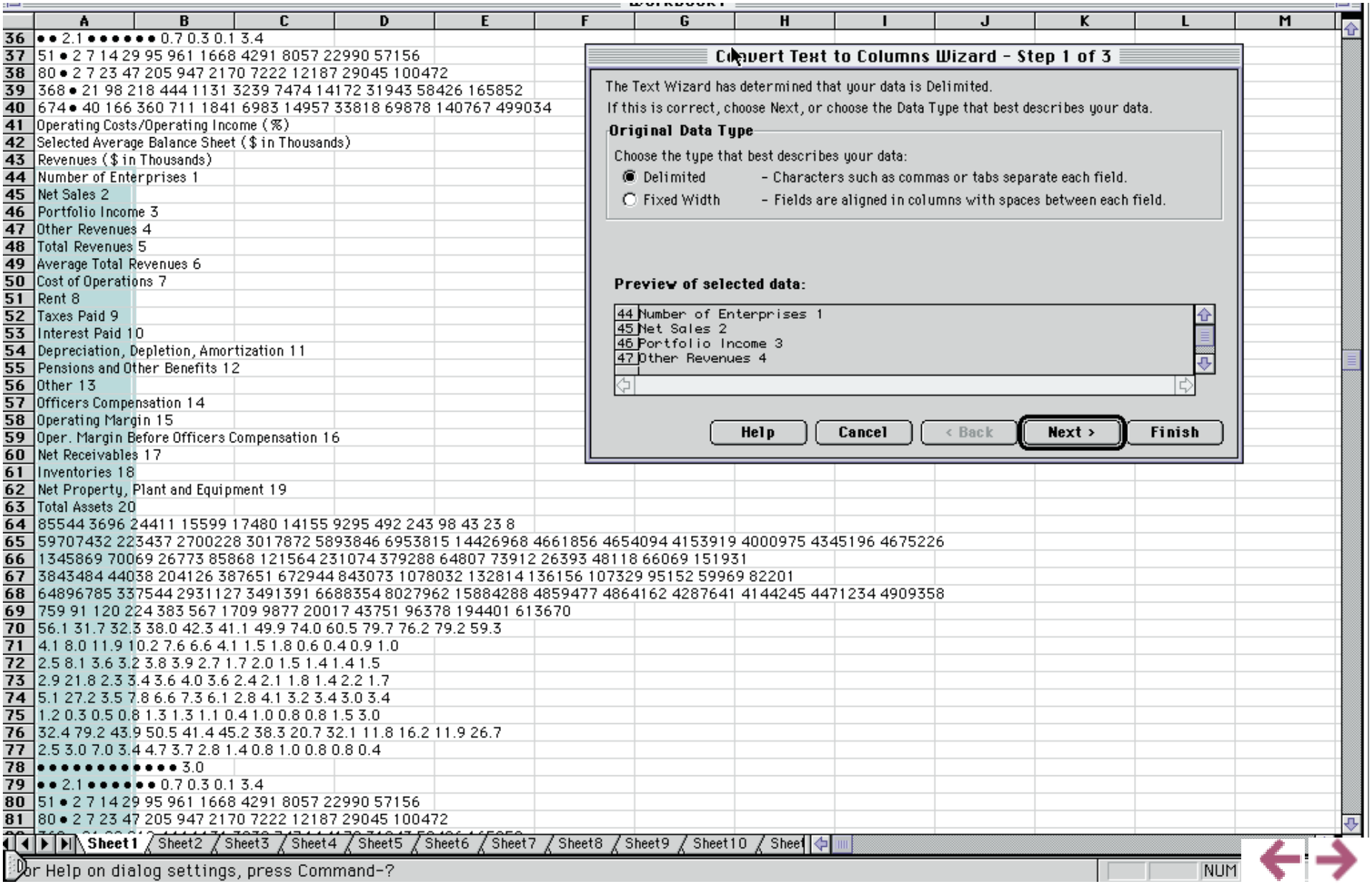


	A	B	C	D	E	F	G	H	I	J	K	L	M
36	•• 2.1 ••••••• 0.7 0.3 0.1 3.4												
37	51 • 2 7 14 29 95 961 1668 4291 8057 22990 57156												
38	80 • 2 7 23 47 205 947 2170 7222 12187 29045 100472												
39	368 • 21 98 218 444 1131 3239 7474 14172 31943 58426 165852												
40	674 • 40 166 360 711 1841 6983 14957 33818 69878 140767 499034												
41	Operating Costs/Operating Income (%)												
42	Selected Average Balance Sheet ($ in Thousands)												
43	Revenues ($ in Thousands)												
44	Number of Enterprises 1												
45	Net Sales 2												
46	Portfolio Income 3												
47	Other Revenues 4												
48	Total Revenues 5												
49	Average Total Revenues 6												
50	Cost of Operations 7												
51	Rent 8												
52	Taxes Paid 9												
53	Interest Paid 10												
54	Depreciation, Depletion, Amortization 11												
55	Pensions and Other Benefits 12												
56	Other 13												
57	Officers Compensation 14												
58	Operating Margin 15												
59	Oper. Margin Before Officers Compensation 16												
60	Net Receivables 17												
61	Inventories 18												
62	Net Property, Plant and Equipment 19												
63	Total Assets 20												
64	85544 3696 24411 15599 17480 14155 9295 492 243 98 43 23 8												
65	59707432 223437 2700228 3017872 5893846 6953815 14426968 4661856 4654094 4153919 4000975 4345196 4675226												
66	1345869 70069 26773 85868 121564 231074 379288 64807 73912 26393 48118 66069 151931												
67	3843484 44038 204126 387651 672944 843073 1078032 132814 136156 107329 95152 59969 82201												
68	64896785 337544 2931127 3491391 6688354 8027962 15884288 4859477 4864162 4287641 4144245 4471234 4909358												
69	759 91 120 224 383 567 1709 9877 20017 43751 96378 194401 613670												
70	56.1 31.7 32.3 38.0 42.3 41.1 49.9 74.0 60.5 79.7 76.2 79.2 59.3												
71	4.1 8.0 11.9 10.2 7.6 6.6 4.1 1.5 1.8 0.6 0.4 0.9 1.0												
72	2.5 8.1 3.6 3.2 3.8 3.9 2.7 1.7 2.0 1.5 1.4 1.4 1.5												
73	2.9 21.8 2.3 3.4 3.6 4.0 3.6 2.4 2.1 1.8 1.4 2.2 1.7												
74	5.1 27.2 3.5 7.8 6.6 7.3 6.1 2.8 4.1 3.2 3.4 3.0 3.4												
75	1.2 0.3 0.5 0.8 1.3 1.3 1.1 0.4 1.0 0.8 0.8 1.5 3.0												
76	32.4 79.2 43.9 50.5 41.4 45.2 38.3 20.7 32.1 11.8 16.2 11.9 26.7												
77	2.5 3.0 7.0 3.4 4.7 3.7 2.8 1.4 0.8 1.0 0.8 0.8 0.4												
78	•••••••••••• 3.0												
79	•• 2.1 ••••••• 0.7 0.3 0.1 3.4												
80	51 • 2 7 14 29 95 961 1668 4291 8057 22990 57156												
81	80 • 2 7 23 47 205 947 2170 7222 12187 29045 100472												

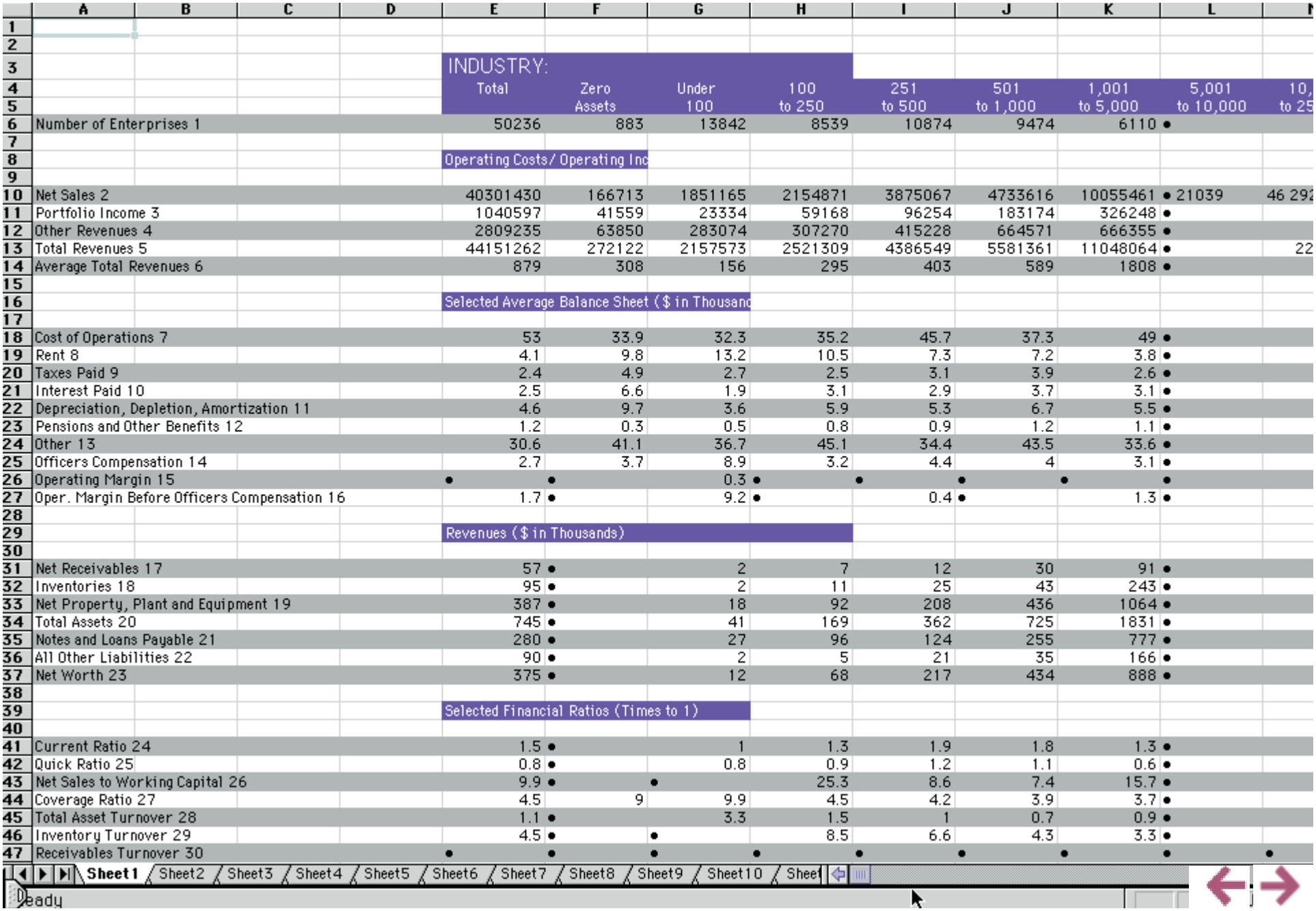
Sheet1 Sheet2 Sheet3 Sheet4 Sheet5 Sheet6 Sheet7 Sheet8 Sheet9 Sheet10 Sheet

eady NUM

11. Choose the **Tools Macro** command, and select and highlight the macro called **ArrangeColumns.** Then choose the Run command--and the macro will begin to run. Please be patient. Depending on the speed of your computer, this macro will take approximately 10-30 seconds to complete its task. Once the macro has run, text and numbers will have fallen into individual cells, and formatting of the text will have taken place. You may now manipulate all of the data in the spreadsheet.


Convert Text to Columns Wizard - Step 1 of 3
The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the Data Type that best describes your data.
Original Data Type
Choose the type that best describes your data:
Delimited - Characters such as commas or tabs separate each field.
Fixed Width - Fields are aligned in columns with spaces between each field.
Preview of selected data:
44 Number of Enterprises 1
45 Net Sales 2
46 Portfolio Income 3
47 Other Revenues 4
Help
Cancel
< Back
Next >
Finish
Sheet1 Sheet2 Sheet3 Sheet4 Sheet5 Sheet6 Sheet7 Sheet8 Sheet9 Sheet10
For Help on dialog settings, press Command-?
NUM

The finished spreadsheet will look like this:



	A	B	C	D	E	F	G	H	I	J	K	L	M
1													
2													
3					INDUSTRY:								
4					Total	Zero Assets	Under 100	100 to 250	251 to 500	501 to 1,000	1,001 to 5,000	5,001 to 10,000	10, to 25
5													
6	Number of Enterprises 1				50236	883	13842	8539	10874	9474	6110		
7													
8					Operating Costs/ Operating Inc								
9													
10	Net Sales 2				40301430	166713	1851165	2154871	3875067	4733616	10055461	21039	46 292
11	Portfolio Income 3				1040597	41559	23334	59168	96254	183174	326248		
12	Other Revenues 4				2809235	63850	283074	307270	415228	664571	666355		
13	Total Revenues 5				44151262	272122	2157573	2521309	4386549	5581361	11048064		22
14	Average Total Revenues 6				879	308	156	295	403	589	1808		
15													
16					Selected Average Balance Sheet ($ in Thousand								
17													
18	Cost of Operations 7				53	33.9	32.3	35.2	45.7	37.3	49		
19	Rent 8				4.1	9.8	13.2	10.5	7.3	7.2	3.8		
20	Taxes Paid 9				2.4	4.9	2.7	2.5	3.1	3.9	2.6		
21	Interest Paid 10				2.5	6.6	1.9	3.1	2.9	3.7	3.1		
22	Depreciation, Depletion, Amortization 11				4.6	9.7	3.6	5.9	5.3	6.7	5.5		
23	Pensions and Other Benefits 12				1.2	0.3	0.5	0.8	0.9	1.2	1.1		
24	Other 13				30.6	41.1	36.7	45.1	34.4	43.5	33.6		
25	Officers Compensation 14				2.7	3.7	8.9	3.2	4.4	4	3.1		
26	Operating Margin 15						0.3						
27	Oper. Margin Before Officers Compensation 16				1.7		9.2		0.4		1.3		
28													
29					Revenues ($ in Thousands)								
30													
31	Net Receivables 17				57		2	7	12	30	91		
32	Inventories 18				95		2	11	25	43	243		
33	Net Property, Plant and Equipment 19				387		18	92	208	436	1064		
34	Total Assets 20				745		41	169	362	725	1831		
35	Notes and Loans Payable 21				280		27	96	124	255	777		
36	All Other Liabilities 22				90		2	5	21	35	166		
37	Net Worth 23				375		12	68	217	434	888		
38													
39					Selected Financial Ratios (Times to 1)								
40													
41	Current Ratio 24				1.5		1	1.3	1.9	1.8	1.3		
42	Quick Ratio 25				0.8		0.8	0.9	1.2	1.1	0.6		
43	Net Sales to Working Capital 26				9.9			25.3	8.6	7.4	15.7		
44	Coverage Ratio 27				4.5	9	9.9	4.5	4.2	3.9	3.7		
45	Total Asset Turnover 28				1.1		3.3	1.5	1	0.7	0.9		
46	Inventory Turnover 29				4.5			8.5	6.6	4.3	3.3		
47	Receivables Turnover 30												

Sheet1 Sheet2 Sheet3 Sheet4 Sheet5 Sheet6 Sheet7 Sheet8 Sheet9 Sheet10 Sheet

Ready

USING THE TEMPLATES

1. Start Adobe® Acrobat® Reader and choose a table from which you wish to copy information.
2. Start Excel. (Restart Excel if you have already run the **ArrangeColumns** macro.)
3. Open the file Win3temp.xlt or W95temp.xlt (see Package Contents above for a description of each file).
4. Once the spreadsheet is running, you may return to Adobe® Acrobat® Reader and the Electronic *ALMANAC* to copy information as you need it (copy numbers only!). To copy a column, choose the **Select Text tool** from the Tool menu or the **Select Text icon** from the Toolbar (the icon is represented by"abc" in a dashed box). Position the cursor to the left of the column(s) you wish to copy and hold down the Ctrl key as you move the cursor downward and to the right.
5. Choose the **Copy** command from the Edit menu to copy the selected material.
6. Return to the Excel spreadsheet and paste the material into the bordered cells. Make sure you are pasting revenues into the Revenues border, operating costs into the Operating Costs border, and so on.
7. You will need to run the **Text to Columns...** command in the Data menu to cause the data to fall into individual cells within the borders. When the Text to Columns dialog box opens, choose Delimited as type of data, and click on Next. In the subsequent dialog box, de-select TAB as the delimiter and instead choose SPACE. Click on Finish. A dialog box may appear asking "Replace contents of destination cells?", to which you should respond by clicking "OK." The data should now properly appear in cells.
8. You may also manually insert data in cells for manipulation.

PRINTING THE GUIDE

You may print these instructions by choosing the **File Print** command of Acrobat Reader. *It is strongly recommended that you do so.*

TECHNICAL SUPPORT

After you have read the Guide, you may call 201-909-6477 during normal business hours (Eastern Standard Time) for technical assistance.

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